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PART I

IMPORTANT GOVERNMENT ORDERS

CHIEF SECRETARIAT

Fixation of time limit for availment of Leave.

OFFICIAL MEMORANDUM

No. GAD (S-1) 178 SRR 59, DATED BANGALORE, THE 9TH NOVEMBER 1959 (KARTHIKA 18, SAKA ERA 1881).

It is noticed that very often, whenever leave is sanctioned from the date of availment, it is neither availed of within a reasonable time nor does the Government servant concerned apply for the cancellation of the leave. This not only causes inconvenience to other Government servants who may require leave at the same time but also impairs the smooth working of the administration. It is therefore directed that as far as possible, leave should be sanctioned with effect from a specified date. In case this is not feasible and leave is sanctioned from the